

**Town of La Pointe Zoning  
Town Plan Commission Regular Monthly Meeting Minutes  
November 20, 2012**

**Town Plan Commission (TPC) Members Present:** Charles Brummer, Vice-Chair, Larry Whalen, Greg Thury, Joan Martin, Suellen Soucek (5).

**Town Plan Commission members absent:** Ted Pallas, Carey Baxter (2).

**Public Present:** Mike Starck (1).

**Town Staff Members Present:** Jen Croonborg-Murphy, Zoning Administrator, Margaretta Kusch, ZCA (2).

**I. Call to Order/Roll Call**

Vice Chair Brummer called the Meeting to order at 4:31 PM at the La Pointe Town Hall. Roll call reflected members present or absent as recorded above.

**II. Public Comment**

**III. Approval of Previous Meeting Minutes**

**a. Town Plan Commission Special Monthly Meeting, November 7, 2012.**

- In item VI.a, first sentence, change “*Business*” to “*Occupation*.”
- In item VI.a, third sentence, change “*toiled*” to “*toilet*.”

G. Thury moves to approve the Town Plan Commission Special Monthly Meeting minutes of November 7, 2012, as amended. S. Soucek seconds. All in favor, 4 aye, 1 abstain (L. Whalen). Motion carries.

**b. Town Plan Commission Special Meeting, November 16, 2012.**

- In item III, second paragraph, delete “*(and the fill and slabs)*.”
- In item III, second paragraph, insert “*to the west and 5 feet to the south*” after “*been moved 5*.”
- In item III, fourth paragraph, insert “*parking*” after “*6*” in both instances.
- In item III, Chair Pallas’s motion, delete the first comma (after “*X’d out*”).

G. Thury moves to approve the Town Plan Commission Special Meeting minutes of November 16, 2012, as amended. 4 aye, 1 abstain (C. Brummer). Motion carries.

**IV. Zoning Administrator’s Report**

On file. The town administrator, Pete Clark, has been in contact with the US Army Corps of Engineers, and has let the Zoning Administrator know that they will probably issue permits (as regarding wetlands) that are in process right now rather than leaving them in limbo while the historical designation of the island is being determined.

**V. Consideration and/or Action of Permit Applications**

**VI. New Business**

- Review petition for Zoning Map Change application.

C. Brummer suggests that a vertical line or spacing might be added in the box at the top of the form to separate the areas for the Property Owner and the Authorized Agent.

- **2013 Proposed Town Plan Commission budget.**

In the proposed budget as presented by the Town Board, \$17,610 has been cut from the zoning budget. \$10,000 of that is for legal (leaving \$0), \$5,000 was from the Zoning Ordinance Revision Project (leaving \$0), and the remaining \$2,610 was from wages (leaving \$51,969).

The Town Plan Commission discuss various ways of moving money around to be left with some finances for legal costs. They decide if work on the Subdivision Ordinance rewrite is put off till 2014 and the focus of 2013 is the Comprehensive Plan and if funds for Planning are eliminated, then sufficient monies can be found.

The Zoning Administrator will write a memo to the Town Board with the Town Plan Commission's suggestion that \$5,000 be budgeted to legal, \$0 be budgeted to planning, and \$1,000 be budgeted to Ordinance Re-write (Comprehensive Plan).

- **Zoning Ordinance interpretation: Are access stairs and/or ramps considered "structures" that are to be counted in square footage calculations and permit fees.**

In permits issued since the Zoning Ordinance re-write, about half have considered stairs/ramps in the square footage calculations.

J. Martin feels that if wheelchair ramps were part of the permitting process, it would be easier to ensure that they were built to code for safety measures. She is of the opinion that if a slab or foundation is under the stairs or ramp, then it is part of the structure.

C. Brummer notes that on Washington Island (in Door County), ramps are included in permits. He suggests that possibly stairs not be included but ramps would be included.

G. Thury notes that ramps create more impervious surfaces than stairs. He doesn't wish to see necessities such as wheelchair ramps costing more.

C. Brummer suggests that the item could be postponed until we have two more members here and get input as well

C. Brummer moves to postpone this item until the next scheduled meeting. L. Whalen seconds. All in favor, 5 aye. Motion carries.

## **VII. Old Business**

- **JH Property Trust/Hawkeye Investment Conditional Use Permit application at 1230 Big Bay Road, LP #014-00136-0100. Schedule new Public Hearing.**

C. Brummer moves to hold a Public Hearing for JH Property Trust/Hawkeye Investment Conditional Use Permit application at 1230 Big Bay Road, LP #014-00136-0100 for December 7<sup>th</sup> at 5 pm. S. Soucek seconds. All in favor, 5 aye. Motion carries.

Mike Starck notes that JH Property Trust is John Chapple.

**VIII. Future Agenda Items**

- Are access stairs and/or ramps considered “structures” that are to be counted in square footage calculations and permit fees.

**IX. Schedule Future Meetings**

- Public Hearing to be held Friday, December 7<sup>th</sup>, 2012, at 5 pm.
- (No Special Monthly Meeting in December)
- Next Regular Monthly Meeting to be held Wednesday, December 12<sup>th</sup>, 2012, at 4 pm.

**X. Adjournment**

G. Thury moves to adjourn. S. Soucek seconds. All in favor. Motion Carries. Meeting ends at 5:10 pm.

**Town Plan Commission minutes respectfully submitted by Margaretta Kusch, ZCA on Tuesday, November 20, 2012.**

**Town Plan Commission minutes approved as amended Wednesday, December 12, 2012.**